



F. No. 01-31/2019-Admn
Government of India
NATIONAL DISASTER MANAGEMENT AUTHORITY
NDMA Bhawan, A-1, Safdarjung Enclave, New Delhi –110 029
Tel. No. 26701700



Sub: Advertisement for the position of Consultant in National Disaster Management Authority (NDMA) on contract basis.

NDMA invites applications from Indian national having requisite qualification and experience for following position:-

| Sl. No. | Name of Position | Post in Nature | No. of Vacancy | Educational Qualification | Post Qualification Experience | Max. Age Limit |
|---------|--|----------------|----------------|---|--|---|
| 1. | Senior Consultant (Disaster Risk Financing and Risk Transfer) | Contractual | 1 (One) | Essential:- Master's degree in Actuarial sciences/Economics/Commerce with minimum 60% marks. | <ul style="list-style-type: none">• Minimum 10 years of post-qualification experience in Finance/ Insurance/ Risk Financing/ regulatory organization/ Insurance sector/ Microfinance. Experience in a Leading Bank /Insurance Company is mandatory.• Prior working knowledge in Disaster Risk Financing is desirable.• Demonstrated expertise in insurance services, product development and risk management.• In-depth knowledge of the insurance industry, including disaster insurance practices.• Strong understanding of disaster risk management principles, policies and practices.• Experience in working with government agencies, international organizations and insurance stakeholders.• Proven ability to conduct research, analyze complex data and provide practical recommendations.• Excellent communication skills, both written and verbal, with the ability to engage stakeholders effectively.• Familiarity with the local context. | 50 years (upto 62 years for retired Govt. employee) |

- 2. Remuneration Band** Rs. 1,25,000/- to 1,75,000/- pm for Senior Consultant. Remuneration in respect of retired Central Government employee engaged as a Consultant shall be regulated as per Ministry of Finance, Department of Expenditure O.M. No. 3-25/2020-E.III.A dated 09th December, 2020.
- 3.** The detailed terms and conditions and eligibility criteria (educational qualifications, age, experience etc) for engagement of above position are indicated in the Term of References (ToR) of the above position and may be seen on NDMA website at <http://ndma.gov.in>.
- 4.** Essential /desirable educational qualifications and experiences will be verified with original certificates.
- 5.** Interested individuals may send their bio-data in the prescribed proforma available on the NDMA website alongwith statement of purpose (SOP) in maximum 250 words, recent passport photograph and copies of certificates establishing their educational qualification, experience to Shri Abhishek Biswas, Under Secretary (Admn.), National Disaster Management Authority, NDMA Bhawan, A-1, Safdarjung Enclave, New Delhi-110029, Phone No. 011-26701700 within **20 days** from the date of publication of advertisement in the employment news.

(Abhishek Biswas)
Under Secretary (Adm)

Application of engagement as Consultant in the National Disaster Management Authority.

Post applied for : _____

(1) Name : _____

(2) Father's Name :- _____

(3) Sex (Male / Female) : _____

(4) Date of Birth _____ Age _____ Years.

(5) Category : SC/ST/OBC/General/Any Other (Pls. specify) _____

(6) Contact Address :- _____

(7) Permanent Address :- _____

(8) E-mail : _____ Phone _____

(9) Education (College education in reverse chronological order) (Pls add rows if required) :

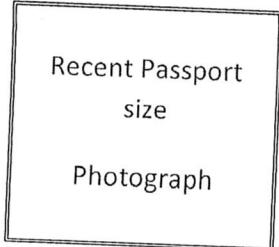
| S No. | Year | Degree/ Diploma | University/ Institution | Division/ GPA | Subjects |
|-------|------|--------------------|----------------------------|------------------|----------|
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(10) Experience (in reverse chronological order) (Pls add rows if required)

| S No. | Period | | | Organization / Institution | Nature of work | Accomplishments |
|-------|--------|----|-------|-------------------------------|----------------|-----------------|
| | From | To | Total | | | |
| | | | | | | |
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(11) Trainings: _____

(12) Publications:- _____



(13) Awards / recognitions: - _____

(14) Membership of Professional Bodies/ Associations: - _____

(15) Retired Government staff (Pls indicate Pay/Pay band) :- _____

(16) References (Name, Designation, Institution, address, e-mail and Phone Number) :-

(1) : _____ (2) : _____

I have carefully gone through the advertisement and I am well aware that the information furnished above is duly supported by the documents in respect of Essential Qualification/ Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the position. The information/ details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.

Date _____

Signature _____

* Application form is to be submitted alongwith Statement of Purpose (SoP) in 250 words (maximum) and copies of certificates establishing educational qualifications, work experiences, trainings participated etc.

Terms of Reference: Senior Consultant - Disaster Risk Financing & Risk Transfer

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| 1. | Name of the Division | Finance Division, NDMA |
| 2 | Purpose of the job | <p>Engagement of a Long-term Consultant to work on Disaster Risk Financing recommendations of the 15th Finance Commission and Loss and Damage Financing.</p> <p>The assignment involves technical assistance and coordination support to NDMA for developing insurance services and products, diversifying financial mechanisms, and working with a diverse set of stakeholders.</p> |
| 3 | Position number | 01 (one) |
| 4 | Background | <p>The National Disaster Management Authority (NDMA) is a government organization responsible for disaster management and mitigation efforts within the country. As part of its ongoing efforts to enhance disaster risk reduction and recovery, NDMA aims to develop insurance and financial services and products that can provide financial protection to individuals, businesses, and communities affected by disasters. To accomplish this, NDMA intends to hire a consultant with expertise in insurance services and product development.</p> <p>Presently, NDMA is interacting with the Asian Development Bank, UNDP, the Insurance Institute of India, and other relevant stakeholders to create a robust disaster risk financing mechanism in India.</p> <p>Specialized inputs in relevant disciplines/areas of Disaster Risk Financing need to be provided to NDMA by the Consultant. She/he will provide domain-specific technical assistance in the formulation of guidelines/conduct of the subject.</p> <p>The Consultant will support NDMA to initiate, design, and implement a disaster risk finance strategy in coordination with external organizations and experts in line with the goals and needs of the NDMA.</p> |
| 5 | Tasks related to | <ul style="list-style-type: none"> • To work towards finding synergy on Disaster Risk Financing |

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| <p>assignment & Job description</p> | <p>plans at State Disaster Management and at the National level.</p> <ul style="list-style-type: none"> • To complete a policy framework to enable larger coverage of Insurance for disasters and advice on various issues of risk transfer (insurance) and Microfinance (based on recommendations of 15th FC). • Conducting/ organizing meetings/ brainstorming sessions with the Stakeholders for knowledge dissemination and finding solutions for roadblocks in Disaster Risk Financing. • To identify the international best practices in Disaster Risk Financing and to provide inputs/ suggestions of their applicability in the Indian Socio-economic scenario. • Interacting/ coordinating with Asian Development Bank (ADB), NDMA, MHA & respective States for implementation of technical assistance (TA) grants for promoting disaster risk insurance in India. • Provide technical support in the development of insurance policies, terms, and conditions, including risk assessment, underwriting guidelines, and pricing models. • Advise NDMA on potential partnerships with insurance providers, reinsurers, and other relevant stakeholders to facilitate the implementation and delivery of insurance services and products. Assist in building the capacity of NDMA staff through training sessions and workshops on insurance-related topics. • Interacting/ coordinating with UNDP and relevant stakeholders for finding solutions for Four Disaster Risk Financing / Insurance Interventions as envisaged in the 15th Finance Commission recommendations. • Interacting/ coordinating with the Insurance Institute of India/ Insurance Companies/Re-Insurance companies / other stakeholders and supervising the Research Study on Four Insurance Interventions conducted by III by providing necessary inputs/ suggestions on the outcome reports. • Provide technical support for mobilizing disaster funding |
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| | | through other sources like reconstruction bonds, contingent credit/stand-by credit facility with international financial institutions, crowd funding platforms, and corporate social responsibility. |
| | Deliverables | <p>Policy and Guidelines: Provide technical inputs in the development of insurance policies, risk pools, and financial policies and mechanisms including risk assessment methodologies and underwriting guidelines.</p> <p>Capacity Building Materials: Develop and deliver training materials and conduct workshops to enhance the capacity of NDMA staff in insurance-related areas.</p> |
| 6. | Duration | Initially for a period of three years based on satisfactory performance. Year to year continuation is subject to performance review during these three years. |
| 7. | Functional competencies required for the position | <p>This position requires the following demonstrated functional competencies:</p> <ul style="list-style-type: none"> • Promoting the vision of NDMA • Advising, Leading, and Supervising • Formulating concepts and strategies • Managing resources • Ability to work in a team situation and engage diverse stakeholders • Inter-personal and communication skills • Proactive engagement and dialogue • Strategic advice and communication |
| 8 | Essential Qualification and Experience | <p>Master's degree in Actuarial sciences/Economics/Commerce with minimum 60% marks</p> <ol style="list-style-type: none"> a. Demonstrated expertise in insurance services, product development, and risk management. b. In-depth knowledge of the insurance industry, including disaster insurance practices. c. Strong understanding of disaster risk management principles, policies, and practices. d. Experience in working with government agencies, international organizations, and insurance stakeholders. e. Proven ability to conduct research, analyze complex data, and provide practical recommendations. f. Excellent communication skills, both written and verbal, with the |

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| | | ability to engage stakeholders effectively. g. Familiarity with the local context. |
| 9 | Experience | Experience: Minimum 10 years of post-qualification experience in Finance/Insurance/ Risk Financing/ regulatory organization/ Insurance sector/Microfinance. Experience in a Leading Bank /Insurance Company is mandatory. Prior working knowledge in Disaster Risk Financing is desirable. |
| 10 | Upper Limit | 50 years For retired Central/ State Government Employees, upper age limit shall be 62 years. |
| 11 | Remuneration | Band of Rs. 1,25,000- 1,75,000/- Remuneration in respect of retired Government employee will be fixed as per Ministry of Finance, Department of Expenditure O.M. No. 3-2512020-E.III.A dated 09th December 2020. |
| 12 | Reporting Mechanism | Financial Advisor |